

REQUEST FOR PUBLIC RECORDS--CITY OF WEST LAFAYETTE

Request Information

To inspect or receive a copy of public records, you must complete this request and give it to the department which keeps the records.

Name, address and phone _____

My request is to: ☐ Inspect requested record(s) ☐ Receive a copy of the requested record(s) (there may be a charge)

The public record(s) that I am requesting are (please be as specific as possible):

Request Log-in

Request received by _____ Department _____ Date _____ Time _____

The City must respond to a request within 24 hours if form is presented in person or within 7 days if received by mail.

Response

Responder _____ Title _____ Date and time completed _____

Response was: ☐ picked up on date _____ ☐ mailed on date _____

☐ Requested record(s) available for inspections at _____

Records _____

☐ Copy of requested record(s) provided. Copying charge: \$ _____

☐ Requested record(s) not furnished because of inadequate identification

☐ The following requested record(s) is not being disclosed for the following reason(s):

- ☐ The requested record(s) has been declared confidential by a state statute.
- ☐ The requested record(s) has been declared confidential by an agency under specific authority granted by statute.
- ☐ The requested record(s) has been declared confidential by the Indiana Supreme Court.
- ☐ The requested record(s) is required to be kept confidential by federal law.
- ☐ The requested record(s) contains trade secrets.
- ☐ The requested record(s) contains a person's confidential financial information not filed pursuant to state statute.
- ☐ The requested record(s) is an attorney's work product prepared in anticipation of litigation.
- ☐ The requested record(s) contain test questions or answers or other examination data used in administering a licensing or employment examination before it is given or is to be given again.
- ☐ The requested record(s) contains employment examination test scores of a person identified by name who has not consented to release.
- ☐ The requested record(s) relates to negotiations between an economic development commission with industrial or commercial prospects created while negotiations were in progress.
- ☐ The requested record(s) are an inter or intra-agency record(s) that are expressions of opinion or are of a speculative nature which were created for the purpose of decision making.
- ☐ The requested record(s) is a diary, journal or other personal notes.
- ☐ The requested record(s) is a personnel file of a public employee or an employment application for public employment.
- ☐ The requested record(s) contains administrative or technical information that would jeopardize a record keeping or security system.
- ☐ The requested record(s) is computer software owned by the city or entrusted to it.
- ☐ The requested record(s) were specifically prepared for discussion or developed during discussion in an executive session in which the public was excluded.
- ☐ The requested record(s) contains the identity of a donor of a gift to the city who has requested or required that his or her identity not be disclosed.
- ☐ A list of public employees may not be disclosed or used for commercial purposes.
- ☐ The requested record(s) are investigatory records of a law enforcement agency whose disclosure is not required.
- ☐ Criminal history information of an individual may not be revealed for the desired purpose.
- ☐ The requested record(s) is a job title or job description of a law enforcement officer.
- ☐ Other, specify _____